

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0233484	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) PSA- Training and Curriculum Specialist			
3. Division Strategic Development		12. Proposed Class Title			
4. Section	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Training		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: AM/PM To: 8:00 AM/ 5:00 PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Kathy Evers	Manager, Professional and Organizational Development	K0227977

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Kathy Evers	Manager, Professional and Organizational Development	K0227977

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) Under the direction of the Manager of Professional and Organizational Development, broad outlines are given for assignments with professional latitude in the research, revision, coordination, assessment development, evaluation of training curriculum and training related projects for the agency.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
25%	E	<p>Curriculum</p> <ul style="list-style-type: none"> • Researches, develops, revises, assesses, and coordinates training curriculum for agency needs in programs statewide or for state agency personnel • Works with subject matter experts to outline, write and revise training content to ensure clarity and comprehension of training • Work is monitored through observation, feedback, review, as well as any outcomes resulting from the assignment given by supervisor
30%	M	<p>Training System</p> <ul style="list-style-type: none"> • Organizes, reviews, analyses, prepares and updates policy and procedure manuals, guides and related divisional materials to assist program personnel • Participates in creating and revising materials such as written articles, brochures, scripts, displays and audio-visual aids that support various trainings • Uses problem solving methods and appropriate tools to improve processes • Researches, evaluates, coordinates trainings as assigned by supervisor • Work is monitored through observation, feedback, review, as well as any outcomes resulting from the assignment given by supervisor
25%	E	<p>Performance measures</p> <ul style="list-style-type: none"> • Develops and designs training performance measurement instruments which provide feedback and data to benefit ongoing improvements • Reviews and analyzes project plans and or procedures to assist and advise supervisor • Analyzes learning goals, competencies, training needs, target audience and logistics in order to establish and align learner centered objectives and outcomes for effective development of learning activities (formal and informal). • Work is monitored through observation, feedback, review, as well as any outcomes resulting from the assignment given by supervisor
10%	E	<p>E-learning</p> <ul style="list-style-type: none"> • Designs, develops, researches, consults, and promotes best practices involving coordination, development and delivery of online training • Work is monitored through observation, feedback, review, as well as any outcomes resulting from the assignment given by supervisor

10%	M	Miscellaneous <ul style="list-style-type: none"> • Collaborates with strategic development staff for overall division needs. • Participates in various work groups and committees as assigned by supervisor • Stays abreast of new and emerging technologies for training • Occasional travel throughout the State of Kansas may be required • Work is monitored through observation, feedback, review, as well as any outcomes resulting from the assignment given by supervisor
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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (x) Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Obtaining and processing incorrect information could result in potential loss of state and or federal funds, impede service delivery to customers, compromise the safety of children and families. DCF staff will not receive appropriate training they need to achieve agency goals.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Regular contact with a broad range of agency staff, supervisors, and managers throughout the state as well as community representatives. The overall purpose for all contacts is providing needed performer support in the most effective way possible, while keeping with the agency's mission and values. Public speaking/presenting workshops will occasionally be required.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal hazards related to use of office equipment. The potential exists for normal travel hazards associated with automobile travel in the state. Occasional lifting of supplies and arranging of training/meeting room furniture. Pushing and pulling of chairs, tables and equipment. Occasional standing for long periods. Normal hazards while traveling.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Works frequently with personal computer, printer, copy machine, a variety of software programs, instructional and communication technologies. Frequent use of motor vehicle.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – Six months of experience in providing direction necessary to implement the objectives of an agency, program or organizational unit. Education may be substituted for experience as determined relevant by the agency.

Preferred-Undergraduate degree in related course work

Education or Training - special or professional

Licenses, certificates and registrations

Must maintain valid Driver's License throughout employment

Special knowledge, skills and abilities

Ability to research and coordinate training curriculum, Computer skills in Word, Outlook and Excel; ability to create and revise written material

Experience - length in years and kind

One year experience in data collection and reading data reports. One year working with teams and problem solving.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date